

How to Self Register for FDM

Before you Begin . . .

Important!

Users must be registered in FDM prior to logging in.

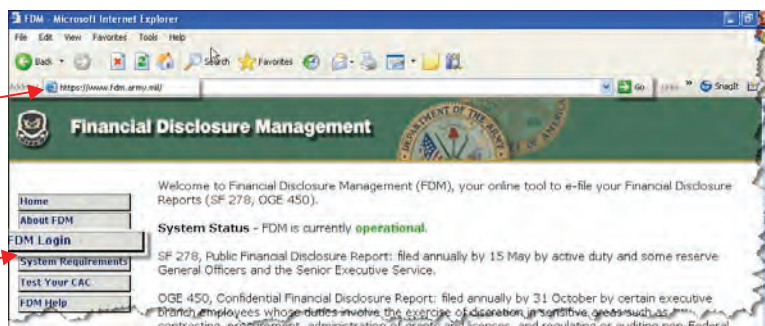
Who can self register?

- OGE 450 Filers
- SF 278 Filers
- Supervisors

1. Access the FDM Portal

A Enter:
<https://www.fdm.army.mil>
and click **Go**.

B Click **FDM Login**.



2. Begin self registration

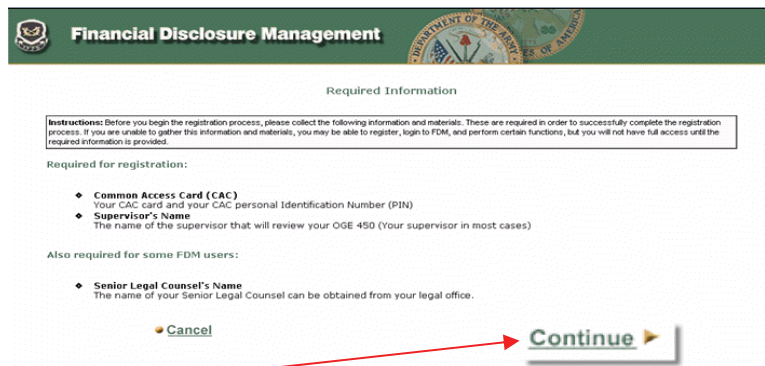
Click **Register**.



3. Gather information

Note: To self register, you'll need *your*:

- CAC
- CAC PIN (Personal Identification Number)
- Supervisor's name
- Senior Legal Counsel's name



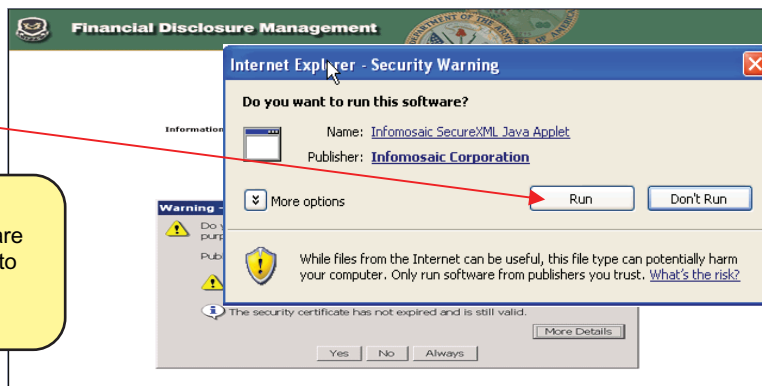
Click **Continue** when you are ready.

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4. Accept certificate software

Click the **Run, OK** or **Yes** button as prompted to continue.

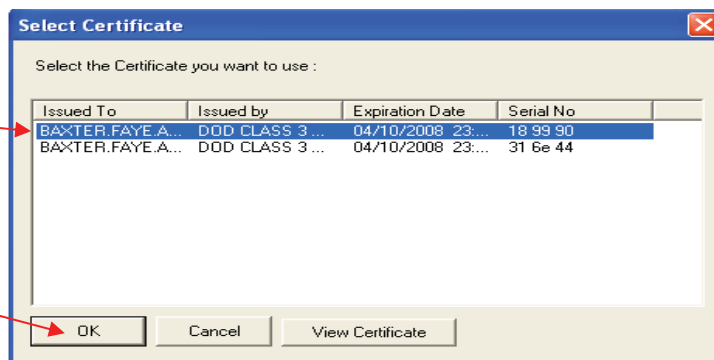
Note: The Warning dialog displayed depends on the CAC software used. You must click Yes, Run or OK to accept the software or FDM will not run on your PC.



5. Select Certificate

A Click your unexpired certificate.

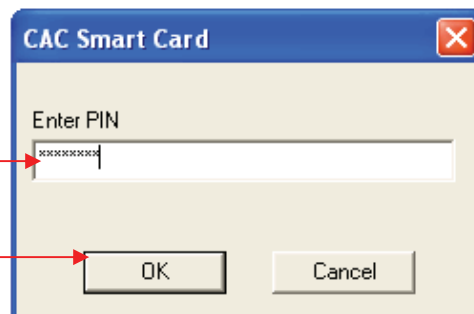
B Click **OK**.



6. Enter CAC PIN

A Enter your CAC PIN.

B Click **OK**.



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7. Select your role(s)

A Click check box for each role.

B Click **Continue**.

8. Select your Supervisor



Search Tips:

FDM may return more results than the **Search Results** area can display. You can reduce the number of possible results by entering additional search criteria.

- You only need to enter the first few characters of the person's name in any **Name** field.
- You can enter data into one field or all of the fields.
- You can narrow your search by entering:
 - additional characters in each of the **Name** fields,
 - the person's e-mail address in the **e-mail** field.

A Enter search criteria.

B Click **Search**.

C Click **Select** for your supervisor.

Instructions: In order for you to successfully file a Financial Disclosure using the online review capability of the system you need to identify who will review the report as the supervisor. Use the searching function below to identify the supervisor that will review your Financial Disclosure Report. When you find your supervisor, press the select button in the corresponding system row. If you are unable to find your supervisor using the search, press the "Continue without a selection" link and enter the requested information.

Last Name: Starts With [Gosling]
 First Name: Starts With [James]
 Middle Name: Starts With []
 e-mail: Starts With []

Items Per Page: 20 Search

Continue without selection

Last Name	First Name	Middle Name	Grade	E-Mail Address	Phone	Organization	Select
Gosling	James			james.gosling@us.army.mil			Select

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9. Select your Senior Legal Counsel

Select "Use my Supervisor's..." if your Senior Legal Counsel is the same as your Supervisor's.
Or...

Select "My Senior Legal Counsel is different..." to select a different Senior Legal Counsel.

Click **Continue** to display the:

- Confirm Registration page, or the
- Select Senior Legal Counsel page (This page works the same as the Select a Supervisor described in step 8).

10. Confirm registration

A Verify that names are correct.

B Click **Change** to select a different name.

C Click **Finish** to end procedure

When You Are Done...

You are now a **pending** Filer or Supervisor. Until you are approved as a...

Filer you:

Can create a Financial Disclosure Report
Can appoint a Filer's Assistant
Can change your contact information
Can change your Supervisor and Senior Legal Counsel

Cannot eSign your report and submit it for your Supervisor for review.

Supervisor you:

Can change your contact information.

Cannot access any Supervisor functions.